



Town of Upper Marlboro

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Request for Proposals

Town of Upper Marlboro Automated Traffic Enforcement

RFP # UM 2021-01

Project Overview: The Town of Upper Marlboro is currently seeking proposals from qualified firms with demonstrated experience in automated red light and speed enforcement systems to provide and operate photo enforcement equipment and citation processing services as outlined herein. Services to be provided include, but are not necessarily limited to, provision and installation of equipment, system upgrades and maintenance, violation identification assistance, management information reports, and citation processing, noticing, billing, registration flagging, enforcement, payment, adjudication and mailing services.

Scope of Project: This RFP is for a 24-month contract with the Town, with the option for renewal beginning September 1st, 2023. Town Elected Officials will participate in the process of selecting the appropriate firm.

- The project scope includes installation and maintenance of all equipment and provision of a turnkey violation notice processing system for the issuance and adjudication of red-light running and speeding violations.
- Vendor must identify in its proposal whether it intends to outsource any turnkey violation notice processing functions including violation processing, accessing motor vehicle information via fiber or any other approved method, debt collections, registration flagging, program accounting and printing and mailing of violation notices.
- Payment by the Town for the services will be made after the services have been performed and a billing statement is submitted in the form specified by the Town. Payment shall be made on a monthly basis.
- Any proposal may be withdrawn up until the date and time set above as the Deadline for submittal of RFPs. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the Town the services described in the attached specifications, or until one or more of the proposals have been approved by the Town, whichever occurs first.
- The Town shall not be responsible for any costs incurred by the bidder in preparing, submitting or presenting its response to the RFP.

Deadline: Responses to this RFP are to be submitted by **Friday August 13th, 2021**, at 5 p.m. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall, 14211 School Lane, Upper Marlboro MD 20772.

Confidentiality Vendors must treat any designated documents and information provided by the Town, as confidential. The Town will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed, or all proposals are rejected.

Public Statement No vendor shall make any public statement in relation to this RFP without prior written consent from the Town.

General Conditions The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time prior to acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by Town.

Insurance: It is desirable that respondents carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in their responses to the proposal (bid response).

- Workers' Compensation (as required by State of Maryland law)
- Comprehensive General Liability Limits: \$500,000 per occurrence for Bodily Injury \$500,000 per occurrence for Property Damage \$1,000,000 aggregate
- Automobile Liability: Limits: \$500, 000 per person \$500,000 per occurrence \$500,000 per occurrence for property damage
- Selected respondent will be required to submit a policy endorsement naming the Town of Upper Marlboro, Maryland, as an additional insured.

Respond to these specifications and questions:

1. Vendor must provide a list of any personnel & subcontractors who will be utilized to meet the terms of the proposal.
2. Describe Vendor's history in the red-light and speed monitoring camera industry.
3. Describe how the Vendor's experience will benefit the Town in terms of program success, statutory compliance, risk mitigation, and fiscal responsibility.
4. Provide three references on the company's Red Light and Speed Camera enforcement expertise.
5. Provide list of clients, including contact information, and number of camera systems for each.
6. Describe how the Vendor's experience with the County and the Maryland State Highway Administration's Red-Light Cameras on State Highway Administration Signals or permit application process will benefit the Town.
7. Please indicate if any of Vendor's contracts or enforcement programs have been substantially litigated, terminated or shut down during the past five years. If so, provide the reason.

Rejection of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town will not be liable for any cost incurred by entities or proposers prior to executing a contract or purchase order.

Anti-Lobbying Provision: Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants or lobbyists will not attempt to lobby or

influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with Town Commissioner or other Town officials between the date that the request is sent out and the date the contract resulting here from is awarded by the Board of Town Commissioners. Such behavior may be immediate cause for rejection of the Vendor's proposal.

Point of Contact: Kyle Snyder, Town Administrator, can be reached at 301-627-6905 or ksnyder@UpperMarlboroMD.gov with any questions.

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.